

# Australia-Japan Foundation 50th Anniversary Grant Application Form

## Form Preview

### Applying for a grant

\* indicates a required field

Please ensure you have read the information for grant applicants on the [Australia-Japan Foundation website](#) prior to answering these questions.

Incomplete applications will NOT be considered. This includes applications without the appropriate supporting documents and referee letters.

Please complete the following questions before commencing this application form to ensure you meet all eligibility requirements.

If you have any questions about the eligibility criteria, please contact **Manager, Australia-Japan Foundation** at [ajf.australia@dfat.gov.au](mailto:ajf.australia@dfat.gov.au) (for queries in **English**) or [ajf.japan@dfat.gov.au](mailto:ajf.japan@dfat.gov.au) (for queries in **Japanese**).

#### I confirm that I (the applicant):

- have read and understand the [Australia-Japan Foundation 50th Anniversary Grant Guidelines](#).
- am an eligible entity type listed in 4.1 of the grant guidelines.
- am not an organisation, or my project partner is not an organisation, that is included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.
- am able to demonstrate financial viability.
- do not owe any reports or money to the Australia-Japan Foundation through the Department of Foreign Affairs and Trade as a result of previous funding or grants.
- have the appropriate type and level of insurance for the activities that are the subject of this grant proposal.
- am not seeking funding for an activity that is commercially viable in its own right or which gives a commercial advantage to me and/or my organisation.
- am not undertaking an activity that will be carried out with direct financial or in-kind (such as goods and services) benefit to the Department of Foreign Affairs and Trade.
- am prepared to submit Child Protection guidelines if my grant activity involves children (those under the age of 18 years).
- am seeking funding for a project that will commence before 30 June 2026.

#### Required \*

Yes

#### Where did you hear about the Australia-Japan Foundation?

AJF Website

Grantee

Social media - other

Applied before

Outreach event

University grants office

DFAT State Office

SmartyGrants

Other:

GrantConnect

Social media - AJF

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### Applicant Details

\* indicates a required field

#### Applicant

**The nominated applicant will be the contracted entity and responsible for project management, reporting and acquittal of funds.**

**Are you applying as an organisation or an individual? \***  Organisation  Individual

#### Organisation Details

**Organisation \***

**ABN / ACN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

If you're an Australian organisation and don't have an ABN, you'll need to complete a [Statement of Supplier form](#) when signing the grant agreement or you may want to nominate a legally constituted organisation or individual to administer the grant; otherwise you may have 46.5% of your grant withheld.

NOTE: Japanese organisations do not require an ABN or Statement of Supplier form.

**Trading Name**

Enter a trading name or professional name (if different from legal entity name above)

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### Postal Address \*

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

### Street Address \*

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

### Business Phone \*

### Website

### Facebook, Instagram or X handles

### Other social media details

## Primary Contact Details

**The Primary Contact is the main contact for the project and for communication from the AJF Secretariat and SmartyGrants.**

### Contact Person \*

Title

First Name

Last Name

The main contact person within the organisation for this project.

### Contact Person's Position \*

### Email \*

### Work Number \*

### Mobile Number

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### Organisation Capability Statement

**Describe your organisation's strengths and experience relating to this project proposal.**

\*

Word count:

Must be no more than 150 words

**A one page capability statement may strengthen your application (optional)**

Attach a file:

### Individual Applicant Details

**Applicant's name \***

Title

First Name

Last Name

**Citizenship Status \***

**Address \***

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

**Email address \***

Must be a valid email address

**Phone Number \***

Must be a valid international phone number (e.g. 61 2 9XXX XXXX for Sydney)

**Mobile Phone Number**

Must be a valid international phone number

### Previous Funding

**Have you or your organisation previously requested or received related grant funding from Australian Government and/or other sources? \***

Yes

No

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**If yes, please give details of the funding received, including the amount and year. \***

Word count:

Must be no more than 150 words.

Of particular interest are grants received or requested from DFAT (through Foundations, Councils and Institutes or the Australian Cultural Diplomacy Grants) and from the Australia Council for the Arts or Australian Research Council.

**If you have applied to the AJF in previous years but were not successful, please provide details including the amount and year.**

Word count:

Must be no more than 150 words.

Please provide the year applied / Application number / Project Title

**For this grant activity, are you seeking funding, or have sought funding from other Australian Government grant programs (including other DFAT grant programs) and/or any other sources? \***

Yes

No

**Which other grant programs? \***

Australia-Korea Foundation

Council for Australian-Arab Relations

Australia-Indonesia Institute

Council on Australia Latin America Relations

Australia-ASEAN Council

Australian Cultural Diplomacy Grant Program

National Foundation for Australia-China Relations

Other:

Centre for Australia-India Relations

Must be at least 1 choice selected

**If you have applied for another DFAT grant program above, please provide the application number or project title related to that program \***

## Project Details

\* indicates a required field

### Project Outline

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Your grant application should demonstrate how your project will promote people-to-people links, a contemporary and positive image of Australia, and support for the Australian Government's international policy goals. Ensure you refer to the grant guidelines and address the assessment criteria when providing details of your project.

**Project Title \***

Word count:

Must be no more than 10 words

**Project Description \***

Word count:

Must be no more than 200 words.

**Start Date \***

**Completion Date \***

No multi-year

### Project location

**Which Australian State or Territory will the project take place? (Select all that apply) \***

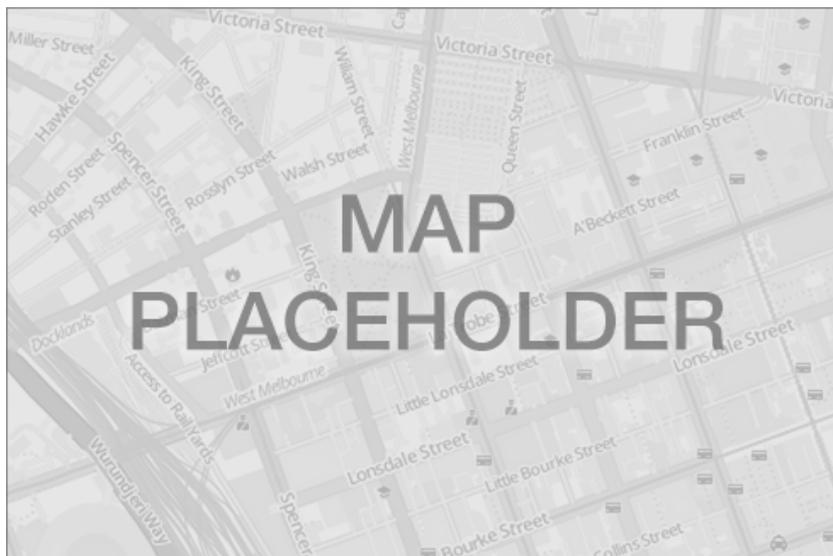
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Australian Capital Territory (ACT) | <input type="checkbox"/> Queensland (QLD)     | <input type="checkbox"/> Victoria (VIC)         |
| <input type="checkbox"/> New South Wales (NSW)              | <input type="checkbox"/> South Australia (SA) | <input type="checkbox"/> Western Australia (WA) |
| <input type="checkbox"/> Northern Territory (NT)            | <input type="checkbox"/> Tasmania (TAS)       |   |

**Primary project location \***

Address

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Address Line 1, Suburb/Town, and State/Province are required.  
Must be a valid post code.

## Main Activities

Indicate the milestone activities that will take place in the course of your project.

**Planned activity**      **Activities start date**      **Activities end date**      **City / Country**

Planned activity	Activities start date	Activities end date	City / Country
	Must be a date.	Must be a date.	

## Criterion 1

\* indicates a required field

**How will the project address the objectives and intended outcomes of this grant opportunity?** Your response to this criterion should include a succinct summary of the grant activity, written for a non-expert in the activity area. It should demonstrate how it aligns with the AJF strategy 2025-2030 and focus of this grant opportunity as per section 2.1 of the grant guidelines, including how it may:

- Commemorate the past 50 years of friendship and cooperation between Australia and Japan and/or foster dialogue, innovation and shared vision for the next 50 years of the bilateral relationship.
- Engage and inspire the next generation of leaders and champions.
- Promote diversity and inclusion-for example, through First Nations and gender-balanced representation, inclusive participation in the development and delivery of the activity, and representation of communities across Australia.

\*

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Word count:

Must be no more than 250 words.

## Criterion 2

\* indicates a required field

### **How will you maximise the reach, influence and impact of the grant funding through your project?**

In responding to this criterion, you should demonstrate how your grant activities will promote public awareness and understanding of the Australia-Japan bilateral relationship through high-quality engagement and communication.

This could include how you will:

- Use branding opportunities and leverage partnerships to maximise visibility, influence and impact.
- Develop and implement a communications plan that outlines your intended platforms, target audiences, reach and coverage, and the key messages to be conveyed.
- Create promotional materials and digital content (e.g. photography, video, social media assets) that can be used to extend the reach of your activity and contribute to AJF's broader communications efforts.
- Reach a broad and diverse audience, including the public and/or decision-makers, and build or strengthen networks between individuals and institutions.
- Sustain relationships and engagement beyond the life of the grant activity, for example through follow-up initiatives or alumni networks.

You might also include (as an attachment) proposed performance measures to indicate expected reach and impact, such as:

- Number and profile of participants or audience members, and rationale for expected engagement levels.
- Media engagement plans (including social media), and the type of media interest you aim to generate (e.g. articles, radio, television).
- Distribution plans for any publications or outputs.

\*

Word count:

Must be no more than 250 words.

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**Attach proposed performance measures (optional)**

Attach a file:

## Criterion 3

\* indicates a required field

### **Demonstrate your capability and efficiency in delivering the proposed project.**

Your response should demonstrate your organisation's ability to successfully deliver the proposed project, including effective planning, governance and resource management. you may wish to highlight:

- Your track record in successfully delivering events/activities, and the diversity of skills, experience and backgrounds your team brings to the project.
- The governance and risk management frameworks in place to support delivery.
- Your capacity to demonstrate success through measurable qualitative and quantitative data.
- Your commitment to the project, including any co-contributions (in-kind and/or cash) from your organisation or other parties.

You will also be required to provide relevant supporting documents as per Section 7.1 of the grant guidelines to support your claims against this criterion.

\*

Word count:

Must be no more than 250 words.

**Attach relevant supporting documents**

Attach a file:

## Project Partner, Team and Participant

\* indicates a required field

**Provide information on any individuals or organisations who will contribute to your project. Please classify them under the following categories: Project Partner (if applicable):**

- An organisation, entity or individual that collaborates with you to deliver the project
- Shares responsibility, resources or expertise
- May provide funding, staff or in-kind support

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### Project Team:

- Individuals that are responsible for planning, managing and delivering the project
- Works closely with Project Partner

### Project Participant:

- Key individuals who take part in the project activities and engages in workshops, events or programs created by the Project Team
- They are the attendees or beneficiaries - not responsible for delivery of the project

**Attach a letter of support to show their commitment to the project and/or CV where appropriate. \*Please note the AJF may contact the organisations or individuals listed to confirm details of your application.**

**Do you have have Project Partners? \***  Yes  No

### Project Partner

Project Partner	Email address	Qualifications and/or Experience	What is their role in the project?	Evidence of commitment
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			Must be no more than 50 words.	

**Have you and your project partners discussed how the AJF funds will be utilised for the project?**  Yes  No  N/A

**Is the Project Team the same as the Project Partners? \***  Yes  No

### Project Team

If the Project Partners are the same as the Project Team, you can leave the Project Team section blank.

Project Team	Email address	What is their role in the project?	Please attach a one-page CV
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		Must be no more than 50 words.	

### Project Participant

Project Participant	Email address	What is their role in the project?	Please attach a one-page CV or other relevant documents, if applicable
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		Must be no more than 50 words.	

## Referees

\* indicates a required field

Please attach one-page letters of support from two referees with no direct financial interest or involvement in this project. Referees should comment on the project's objectives and the strategies to achieve them. The two referees would ideally provide different perspectives on the proposal and would work for different organisations.

**Note: It's the applicant's responsibility to contact referees and ensure their signed letters are received/attached to this application prior to submission by the grant round closing date.**

The Australia-Japan Foundation reserves the right to seek advice on the application from other persons, as appropriate.

### Referee 1:

**Name \***

Title

First Name

Last Name

**Phone Number \***

**Email Address \***

**Position Title**

**Organisation**

**Relationship to Applicant \***

**How long have you known this referee? \***

**Referee's Report 1 \***

Attach a file:

### Referee 2:

**Name \***

Title

First Name

Last Name

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**Phone Number \***

**Email Address \***

**Position Title**

**Organisation**

**Relationship to Applicant \***

**How long have you known this referee? \***

**Referees Report 2 \***

Attach a file:

## Supporting documentation

Organisations, including universities, that are submitting multiple applications in this round may wish to attach a short letter of support from your Research Office or equivalent. This letter should explain how the planned project results align with joint priorities identified with equivalent institutions in the partner country; for instance, how the project supports active engagement under a Memorandum of Understanding.

If you're an individual from a large organisation, your application will be more competitive if you have your organisation's support.

**Attach relevant supporting documentation**

Attach a file:

## Project Budget

\* indicates a required field

## Instructions

List all projected income and expenditure items for the entire project under the headings given. If there are headings not relevant to your proposal, leave the item blank.

A total of up to \$200,000 AUD is available in this grant opportunity. We will consider grant applications for a minimum of \$30,000 AUD up to a maximum of \$200,000 AUD for a period of one year. All payments are GST exclusive.

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Applicants are encouraged to seek co-contributions from other parties in addition to the funding sought from the AJF.

Successful applicants may be offered a lower amount of funding than requested. They would be given an opportunity to decide whether they wish to accept any reduced funding.

We encourage you to apply with a realistic budget plan and to also consider alternative funding sources and a back-up plan to demonstrate how the project would continue to meet the AJF objectives should we offer partial funding only.

Ensure you formulate the budget carefully and the costings are reasonable, realistic and appropriate as you may not be able to amend them later. Your activity and the funding you apply for will be assessed for value with money.

## Australian Goods and Services Tax (GST)

### Notes on GST:

All grant payments will be GST exclusive. Payments will be made as set out in the grant agreement. Grant payments are not considered payments for a taxable supply. Grants are provided based on eligibility criteria, not in exchange for goods or services supplied to DFAT. Therefore, GST does not apply to grant payments. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

## Budgeted Income

List all contributors to your project here, including indications of whether each source of funding is confirmed, conditional or pending approval. Documentary evidence should be supplied for assurances of confirmed and conditional funding support. Applicants are encouraged to seek co-contributions from other parties in addition to the funding sought from the AJF.

<b>A. Internal Contribution</b>	<b>AUD \$</b>	<b>Comments (to be completed by Applicant)</b>
	Must be a dollar amount.	
	\$	e.g. contribution from your organisation (confirmed/conditional/pending approval).

List all other income for your project here, including indications of whether each source of income is confirmed, conditional or pending approval. Other income can include grants from Australian Federal Government, State Government, Local Government, etc, and other income like cash, in-kind, etc.

<b>B. Other Income</b>	<b>AUD \$</b>	<b>Comments (to be completed by Applicant)</b>
	Must be a dollar amount.	
	\$	e.g. other grant (confirmed/conditional/pending agreement)

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### C. DFAT Grant

DFAT Grants Program Funding Requested \*

\$

Must be a dollar amount.

### DFAT Grant = DFAT Funded Expenditure Validation

DFAT Grant Validation \*

\$

Must be a dollar amount and equal to 0. This number/amount is calculated.

### Total Income

A + B + C

Total Project Income \*

\$

Must be a dollar amount. This number/amount is calculated.

### Budgeted Expenditure

List all expenditures for your project here, including indications of whether it will be DFAT funded or from other sources. Applicants should ensure that the proposed budget reflects a balanced allocation of grant funding across all elements of the activity. **Grants can NOT be used for** fixed or recurrent expenditure of your organisation, such as the cost of salaries and business-as-usual wages or fees (including for research assistants or administrative staff) and management fees, which would be incurred irrespective of whether this project proceeded. This includes fees for the use of equipment, facilities and other costs that your own organisation may charge you. Grants cannot be used to contribute to capital expenditure such as equipment or computer software. As a general principle, travel budgets should reflect basic travel, accommodation and sustenance costs that align with what an applicant would personally use while ensuring value for taxpayer money.

- - Airfares should be budgeted at a reasonable economy rate without regard to airline preferences.
  - Accommodation costs should reflect the price of an appropriate, reasonably priced 3- or 4-star hotel.
  - Travel allowances will be limited to AUD\$250 per traveller/day.

Applicants should ensure that the proposed budget reflects a balanced allocation of grant funding across all elements of the activity. The AJF does not support applications that are solely or predominantly focused on travel.

For further details please refer to the [grant guidelines](#).

### D. Fees

#### DFAT Funded

#### Other Source

#### Comments (to be completed by Applicant)

	DFAT Funded	Other Source	Comments (to be completed by Applicant)
For example: Artists	Must be a dollar amount.	Must be a dollar amount.	
	\$ <input type="text"/>	\$ <input type="text"/>	

Explain need for all travel. Travel costs must be based on reasonable economy class travel. Modest travel budgets are strongly encouraged.

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Your application could be unsuccessful if travel costs are not considered appropriate, reasonable, realistic, or value with money.

**E. Travel Costs**      **DFAT Funded**      **Other Source**      **Comments (to be completed by Applicant)**

	Must be a dollar amount.	Must be a dollar amount.	Describe the breakdown of costs
Economy airfares total	\$	\$	eg ( _ persons x _ ticket cost)
Travel and meals allowance	\$	\$	eg ( _ per diem x _ persons x _ days)
Accommodation	\$	\$	eg ( _ per diem x _ persons x _ days)
Other transport	\$	\$	Please specify
Other (IMPORTANT: passport costs will not be covered by AJF)	\$	\$	Please specify

**F. Event Costs**      **DFAT Funded**      **Other Source**      **Comments (to be completed by Applicant)**

Must be a cost for a future event. Projects already completed will not be funded.	Must be a dollar amount.	Must be a dollar amount.	
	\$	\$	

Other Costs could include - publication costs and communication costs such as advertising and promotion, printed material, photography, graphic design and translation costs (only for Japanese-language materials to English or English-language materials to Japanese).

Capital expenditure (eg equipment, software) will not be funded by AJF. See AJF grant guidelines for eligible expenditure.

**G. Other Costs**      **DFAT Funded**      **Other Source**      **Comments (to be completed by Applicant)**

	Must be a dollar amount.	Must be a dollar amount.	
	\$	\$	

Contingency

\$

Not funded by DFAT

## Total Expenditure

<b>Total DFAT Funded Expenditure</b>	<b>Total Other Source Expenditure</b>	<b>TOTAL EXPENDITURE</b>
\$	\$	\$

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This number/amount is calculated.

Must be a dollar amount. This number/amount is calculated.

Must be a dollar amount. This number/amount is calculated.

## Balanced Budget Check

**Income = Expenditure \***

\$

Must be equal to 0. This number/amount is calculated.

## Working with Children

\* indicates a required field

### Working with Children

DFAT considers a child to be a person under the age of 18 years. [DFAT's Child Protection Policy](#) provides a framework for protecting children from exploitation and abuse in the delivery of projects supported by DFAT.

**Will your project involve working with children? \***  Yes  No

**IMPORTANT:** If your grant application is successful, you'll need to provide a copy of your child protection guidelines. Your guidelines will need to be cleared by DFAT's Child Protection Policy area BEFORE a grant agreement is offered to you or your organisation.

An example code of conduct on Child Protection is provided within DFAT's Child Protection Policy. If you or your organisation would like further information, contact [childprotection@dfat.gov.au](mailto:childprotection@dfat.gov.au) or on +61 2 6178 5100, ideally well in advance of the grants round closing date.

**Do you have child protection guidelines for your project? \***  Yes  No

**Upload a copy of your child protection guidelines \*** Attach a file:

## Certification

\* indicates a required field

### Conflict of Interest

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Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department of Foreign Affairs and Trade staff, any member of the assessment committee and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

**To the best of your knowledge, are there any perceived or existing conflicts of interest relating to your application? \***

Yes  No  
Conflicts of interest must be declared.

**If you answered 'Yes' please outline any perceived or existing conflicts of interests \***

Word count:

Must be no more than 100 words.

### Privacy and Freedom of Information

The Department of Foreign Affairs and Trade (DFAT) must comply with the [Australian Privacy Principles](#) contained in the *Privacy Act 1988* (Cth) (Privacy Act). You can also view the [DFAT Privacy policy](#).

The information you provide in your funding submission is used by DFAT to assess your application. This information, including personal information, will be disclosed to the Board and Secretariat, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT websites. DFAT may also publish this information, including personal information, in its Annual Report and on the [DFAT website](#). Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

### I certify that:

- I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed project meets the eligibility criteria and probity requirements.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- I accept that DFAT reserves the right to use whatever assessment processes and selection criteria they deem necessary to evaluate this and other applications for grant funding.
- I acknowledge that this application will be assessed on its merits, and compared to other projects, and that it may not be funded, or it may not be funded at the amount requested.

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- I understand that my contact details may be used to receive information updates about relevant DFAT activities, and that I may choose to opt out of further updates at any time.
- If my application is successful, I consent to the media or members of parliament being given information about the funded project and agree I may be contacted directly by them on the contact number provided under Applicant Details above.
- If my application is successful, I will provide a final project report in accordance with the acquittal reporting requirements, which will include all related information and supporting documentation required to acquit properly and fully the money received.

I understand that any information given to applicants by the Secretariat should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

**Certification: \***

Yes, I have read and agree to the above conditions.

**Date of Certification \***

Must be a date.

**Name \***

Title

First Name

Last Name

**Position \***

If you are applying as an individual, state "individual applicant".